SHIPPING YOUR VEHICLE TO THE ROK

A Guide Designed to Simplify the Vehicle Registration Process

THE OVERALL PROCESS:

1. Find out vehicle has arrived at Seoul VPC
2. Receive temporary plates from Pyeongtaek
3. Receive written decal from Pass & Registration
4. Pick vehicle up from Seoul VPC
5. Receive Safety Inspection from Osan AB
6. Receive permanent plates from Pyeongtaek

(Must turn in temp tags at this time)

1. Register vehicle on base to receive safety decal at Pass & Registration

Now that you know the overall process to ship your vehicle to Korea, we will provide detailed information for each step. Be sure to follow the steps carefully as this process is extensive and contains many requirements.

Anytime you have questions, please call Pass & Registration and ask to speak with a Vehicle Technician,

315-784-4489 or 315-784-1853.

You may also e-mail us at:

Steve.Chae@osan.af.mil

Heidi.Lechnar@osan.af.mil

STEP 1 –
TRACKING YOUR VEHICLE

http://www.WhereIsMyPOV.com

Your vehicle will be shipped to the Seoul VPC located at Camp Kim near Yongsan Army Garrison.

The above website will assist you in locating your vehicle and notifying you of it's arrival at the port. It also contains directions, working hours, and contact information which you can use to make an appointment for vehicle pick-up.

****YOU MUST SCHEDULE AN APPT WITH THE VPC PRIOR TO RECEIVING TEMPORARY PLATES****

TEMPORARY PLATES ARE ONLY VALID FOR A 10-DAY PERIOD!!!

The VPC changed locations on 24 Aug 2009 and they currently only have a commercial phone line. The number is 02-798-7031 or 7032. – To reach this extension from a DSN line at Osan, you may to connect through the Osan Operator (Dial '0').

STEP 2 – RECEIVING TEMPORARY PLATES

You have 2 options by way of receiving your temporary plates. Going off base to Pyeongtaek Vehicle Registration Office or going to Pass & Registration @ Osan AB on Wednesday between 1000-1200; 1300-1500.

The Difference:

OFF BASE	ON BASE
TEMPORARY TAGS WILL BE READY ON THE SPOT	TEMPORARY TAGS WILL NOT BE READY UNTIL THURSDAY AT 1300.
NO WAIT	WAIT TIME ½ HR TO 60 MINUTES
LOCATED 15 MINUTES OFF BASE; MUST PROVIDE OWN TRANSPORTATION (I.E.: TAXI/BORROW A CAR)	CONVENIENT LOCATION

Driving map is provided on Page 5.
If you need to contact Pyeongtaek, their phone number is 659-4973. (From DSN, dial +99 first; From a Cell Phone +013)

To Register for 10-DAY Temporary Plates, you MUST have:

1.Proof of Insurance
(Make sure it is accepted within South Korea and the VIN matches title)
2. ID Card
3. USFK License (If you have been in Osan less than 30 days, your orders and stateside license are okay).
You must schedule your USFK License with 51 LRS (DSN-784-4568)
4. Title of Motor Vehicle (proof of ownership)
5. 1,800 Won for Temp Reg and Plates
6. Permit for Temporary Plates
7.Orders/700-19A/Letter of Employment
8.Exception to Policy (if applicable)

FEEL FREE TO HAVE A VEHICLE TECHNICIAN REVIEW YOUR FORMS BEFORE APPLYING FOR TEMP. TAGS WITH PYEONGTAEK

DIRECTIONS TO PYEONGTAEK VEHICLE REGISTRATION OFFICE

-DRIVING DIRECTIONS-

From Osan to Pyeongtaek Vehicle Registration Office

1. Depart Osan AB by turning left when exiting Morin Gate.
2. Reset Odometer.
3. Continue straight for approximately **1.6km**
   You will drive over a bridge and reach a traffic light.
   Continue straight through the traffic light.
4. After passing through, continue straight for approximately **2.4km**
   (4km total distance traveled)
5. You will reach the first traffic light/intersection on this road. Turn right at the light.
   (You will see signs for Highway 317)
6. Follow this road for approximately **6.5km**.
   You will see a golf course on your upper right-hand side.
   (It looks like big poles and a net.)
7. When the golf course is adjacent to the left of your vehicle, you will turn left.
   (10.5km total distance traveled)
8. Take the first immediate left on this road. You will see a building resembling a log cabin on your left hand side. This is the vehicle registration office.

To Osan AB from Pyeongtaek Vehicle Registration Office

1. Turn right out of the vehicle registration office parking lot.
2. Turn right and move into the right hand lane at the traffic light.
3. Reset odometer.
4. Turn right at the traffic light.
   You will continue straight on this road for 6.5km.
5. When the odometer reads 6.5km, you will see a building with an orange roof on your upper left hand side. You will also see signs for Highway 306.
6. Turn left at this traffic light onto Highway 306.
7. Follow this road for approximately 2.4km.
8. You will then reach a traffic light. (8.9km total trip time on odometer)
9. Continue straight through the traffic light for approximately **1.6km**.
   You will drive over a bridge and continue towards Osan AB.
   When you reach the Y, bear off to the left hand side.
   (9.9km total trip distance traveled)

**(If you bear to the right, you will reach DooLittle Gate where you can pick-up 24 hour passes for vehicle access).*

10. Morin Gate will be on your right hand side after you drive over the speed bumps. (10.5km total distance traveled)
    You must have a pass for your vehicle to gain access to the installation.

If you need to take a Taxi to this location, they should be able to find it without complication. (Approximately 10,000 won – off base taxi) The Korean Employees working at the office speak both English and Hangul, and could speak to the taxi driver, if need be. (To call from a cell phone, dial 031-659-4973).

[별지 제16호서식] <개정 2003.1.2, 2006.6.9>

※제 호

PERMIT FOR TEMPORARY PLATES

※표기란은 기재하지 않습니다.

Applicant	Name		SSN	
	Unit Address			
Operator				
	Name		SSN	
	Unit Address		(Cell Phone:)	
Details	Vehicle Type		Make,Model	
	VIN No.			
	Purpose	Shipping in / Shipping out		
	Period	10days		

자동차관리법 제27조1항 · 동법시행령 제7조 및 동법시행규칙 제26조제1항의 규정에 의하여 위와 같이 신청합니다.

Date 2008. . .

Name&Signature

※구비서류 : 없음

신청안내

신청하는 곳	시·도 또는 시·군·구	처리기간	Fee
		즉시	1,800₩ON

○운행목적별 임시운행의 허가기간(시행령 제7조제2항)은 아래와 같습니다.
- 신규등록신청·차대번호 조기 또는 전시 등을 위한 운행 : 10일
- 수출을 위한 운행 : 20일
- 자기인증에 필요한 시험 또는 확인을 위한 운행 : 40일
- 제작자등의 연구·개발목적의 운행 : 2년 이내

○임시운행허가기간이 만료한 날부터 5일 이내에 임시운행허가증 및 임시운행허가번호판을 교부한 관청에 반납하여야 합니다. 다만, 신규등록을 시신청하는 경우에는 임시운행허가기간내에 신규등록신청서에 첨부하여 등록관청에 반납하여야 합니다.
- 임시운행허가증 및 임시운행허가번호판을 반납기간내에 반납하지 아니하는 경우에는 자동차관리법 제64조제1항제5호의 규정에 의하여 100만원 이하의 과태료를 물게 됩니다.

210㎜×297㎜

STEP 3 –
RECEIVING WRITTEN DECAL (USFK FORM 192)

Now that you've received your temporary plates, you must obtain a temporary written decal (USFK Form 192) that allows you access to all USFK Installations. You must have this prior to picking-up your vehicle in Seoul.

You can obtain this pass at Pass & Registration by presenting a Vehicle Technician with the Permit for Temporary Plates you received from Pyeongtaek.

****IF YOU REGISTERED FOR TEMPORARY PLATES WITH THE PYEONGTAEK REPRESENTATIVE ON WEDNESDAY AT PASS & REGISTRATION, YOU WILL RECEIVE THIS DOCUMENT ALONG WITH YOUR TEMP. TAGS ON THURSDAY AFTER 1300****

AGAIN, BE ADVISED, TEMPORARY PLATES ARE ONLY VALID FOR 10 DAYS. THIS MEANS YOU MUST COMPLETE ALL ADDITIONAL STEPS WITHIN THIS 10-DAY PERIOD AND RETURN THE TEMPORARY PASS AND PLATES TO THE PASS & REGISTRATION OFFICE (REGARDLESS OF WHERE YOU OBTAINED THEM). IF YOU DO NOT COMPLY, YOU WILL BE CHARGED 1,000,000 WON.

If you cannot complete all required items within 10 days, you are still responsible for turning in the temporary plates to avoid charges. Your vehicle will have to sit in authorized parking until all other steps are accomplished.

STEP 4-
PICKING-UP VEHICLE FROM SEOUL VPC

It is easiest to take a New Kyung Dong Bus from Osan AB to Yongsan Army Garrison. The bus schedule is available on Page 8.

The Seoul VPC can then assist you with your drive back to Osan. Additional information can be found at: http://www.WhereIsMyPOV.com

You will receive a Korean Customs Import Document from the Seoul VPC. You will need this document to apply for permanent registration. (Example on Page 9)

You will also receive a Shipping Document from the Seoul VPC that you will need to obtain permanent registration. (Example on Page 10)

This form is Not your Safety Inspection.

You must receive a Safety Inspection and Emissions Test at OSAN AB. This is the only authorized facility for personnel stationed at Osan attempting to register a vehicle.
The cost is $20.00.

NEW KYUNG DUNG BUS SCHEDULE

THE BUS STATION IS LOCATED IN BLDG 806 ACROSS FROM THE TURUMI LODGE. TICKET'S COST APPROXIMATELY 5500₩ OR $5.60

- Picking up vehicle from Seoul VPC

Yongsan- Osan- Camp Humphreys

New Kyung Dong Bus Schedule

Monday thru Friday

										*	**			***
Lv. Yongsan	5:50	8:00	9:00	10:00	11:30	12:30	13:30	14:40	16:30	17:10	18:30	19:30	21:00	22:00
Ar. 121st Hospital								14:45						
Ar. Osan AFB	6:50	9:10	10:10	11:10	12:40	13:40	14:40	15:50	17:40	18:20	19:40	20:40	22:10	23:10
Ar. Humphreys	7:40	10:00		12:00	13:30	14:30		16:40	18:30	19:10	20:30	21:30	23:00	24:00
		*											**	***
Lv. Humphreys		5:50	7:00	8:30		10:30	12:30		15:00		17:10	19:30	20:20	22:00
Lv. Osan AFB	6:00		7:50	9:20	10:40	11:20	13:20	14:20	15:50	17:00	18:00	20:10	21:00	22:40
Ar. 121st Hospital		7:20	8:50											
Ar. Yongsan	7:10	7:30	9:00	10:30	11:50	12:30	14:30	15:30	17:00	18:10	19:10	21:10	22:00	23:40

* Bus stops at Humphreys' main gate

** Monday-Thrusday Only

*** Friday Only

Weekends & U.S Holidays

											*					***
Lv. Yongsan	7:00	8:00	9:00	10:00	11:00	12:00	12:30	13:30	14:30	15:30	16:30	17:30	18:30	19:30	21:00	22:00
Lv. Osan AFB	8:10	9:10	10:10	11:10	12:10	13:10	13:40	14:40	15:40	16:40	17:40	18:40	19:40	20:40	22:10	23:10
Ar. Humphreys		10:00	11:00		13:00		14:30		16:30		18:30		20:30	21:30	22:50	23:50
Lv. Humphreys	6:20		8:30		10:30		12:00		14:00		16:00		18:00		20:20	22:00
Lv. Osan AFB	7:00	8:20	9:20	10:20	11:20	12:00	12:50	13:50	14:50	15:50	16:50	17:50	18:50	19:50	21:10	22:50
Ar. Yongsan	8:20	9:30	10:30	11:30	12:30	13:10	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:20	24:00

** Bus stop at Cp Humphreys main gate*

*** Saturday Only

The last route (Departure Time 2200 hrs) will be operated on Sunday when US Holiday is designated on Monday.

The last route (Departure Time 2200 hrs) will be operated onUS Holiday.

The weekdays bus schedule will be operated on the Training Holidays.

Effective 6 Feb 09

Korean Customs Import Document

수 입 신 고 필 증

(갑 지)

※ 처리기간 : 3일

① 신고번호	② 신고일	③ 세관.과	⑥ 입항일	⑦ 전자인보이스 제출번호
92000-09-0841546	2009/08/19	039 - 10	2009/08/06	

④ B/L(AWB) 번호	⑤ 화물관리번호	⑧ 반입일	⑨ 징수형태
APLU084311955 (분할 : A)	09APLU08010-0022	2009/08/17	11

⑩ 신 고 자 미8군 .	⑮ 통관계획	⑲ 원산지증명서 유무	㉑ 총중량 1,955.5 KG
⑪ 수 입 자 ( )	⑯ 신고구분 D 간이서류신고	㉒ 가격신고서 유무	㉓ 총포장갯수 1 GT
⑫ 납세의무자 (/ [redacted]	⑰ 거래구분 97 SOFA면세물품반입	㉔ 국내도착항 KRPUS 부산항	㉕ 운송형태 10 -FC
(주소) OSAN AP 96278KOR	⑱ 종류 K 일반수입(내수용)	㉖ 적출국 US U.S.A	
(상호) [redacted]		㉗ 선기명 APL CHINA	US
(성명) [redacted]			
⑬ 운송주선인 ( )			
⑭ 해외거래처 KABEL, D (US) /	㉗ MASTER B/L 번호 APLU084311955		㉘ 운수기관부호

⑨ 검사(반입)장소 039 02044 - 0800000003 (용당세관구내장치장)

●품명 · 규격 (란번호/총란수 : 1 / 1)

㉚ 품 명 VAN, WITH SPARK-IGNITION ENGINE, USED ㉛ 거래품명 PERSONAL USED VEHICLE		㉜ 상 표 TOYOTA		
㉝ 모델 · 규격	㉞ 성분	㉟ 수량	㊱ 단가(USD)	㊲ 금액(USD)
[redacted] 2005 TOYOTA 3500CC GASOLINE AUTO AWD	SIENNA 3.5	1 U	12,686	12,686

SAMPLE

㊳ 세번부호	8703.24-1020	㊴ 순중량 1,955.5 KG	㊵ C/S 검사	N CS비적용생략	㊶ 사후확인기관
㊷ 과세가격(CIF)	$12,686	1 U	㊹ 검사변경		
	₩15,820,710	㊺ 원산지	㊻ 원 산 지	US - -	㊼ 특수세액
㊽ 수입요건확인 (발급서류명)	SOFA 반입 물품신고서				

㊾ 세종	㊿ 세율(구분)	(51) 감면율	(52) 세액	(53) 감면분납부호	감면액	(54) 내국세종부호
관	8.00(C가가)	100.00	0	Y6701	(1,265,656)	
개	10.00(2)	100.00		Z000000	(1,582,071)	
육	30.00(B)	100.00			(474,621)	
부	10.00(B)	100.00	0	Z000000	(1,582,071)	

(55) 결제금액 (인도조건-통화종류-금액-결제방법)	CFR -USD- 12,686 - GN	(56) 수입신고수리일자 2009/08/19

(57) 총과세가격	$ 12,686	(58) 운 임	1	(59) 가산금액		(60) 납부번호	
	₩ 15,820,710	(61) 보험료	-	(62) 공제금액		(63) 부가가치세과표	

(64) 세종	(65) 세액
관 세	
개별 소비세	
교 통 세	
주 세	
교 육 세	
농 특 세	
부 가 세	
신고지연가산세	
미신고가산세	
(66) 총세액계	

※관세사기재란

(67) 담당자 | 071626 | (68) 접수일시 | 2009/08/19 06:47 | (69) 수리일자

(70) 세관기재란

본 수입면장 사본은 대한민국 등록관세에 등록 되었다는 증명임
기타관계법규에 의거 제세를 징수할 때에는 그 면장가격을 재결정함
: 관세에 해당하거나 양도 또는 대여하지 못함

12 0 AUG 2009
129 0 AUG 2009

수리 재판장 용당세관장 통관지원과 담당자

Shipping Document you will need at VPC

SEOUL IV

CUSTOMER COPY- SUV/VAN/STATION WAGON/HATCHBACK

AMERICAN AUTO LOGISTICS VEHICLE INSPECTION AND SHIPPING FORM – VISF

ORDER NUMBER	OWNERS LAST NAME, FIRST & MI	GRADE	POE	POD
HTPO000914 / BRANDON VPC	[redacted]	03	HTP	UCP

VEHICLE IDENTIFICATION NUMBER	YEAR	ODOMETER READING	YEAR	POV YEAR, MAKE, MODEL, COLOR, BODY TYPE, LICENSE NUMBER, STATE:
[redacted]	07	34,066	07	2005 TOYOTA SIENNA MINI-VAN SILVER AE54 VMG GBR

RCD:	DIMENSIONS:	WEIGHT:	CUBE:	PIECES:	PKD:	COMM CODE:
08/31/2009	L:200.00 W:77.40 H:68.90	4310	617.00	1	VO	320

TCN:	CONSIGNOR:	CONSIGNEE:	TRANSACCOUNT:	NEXT DUTY ADDRESS FOR NOTIFICATION PURPOSES:
F9163XXXXX5267P0X			F97D	607 AIR AND SP OPS OSAN KS 96728 USA

INSPECTED IN MY PRESENCE, CONDITION ACKNOWLEDGED AS CHECKED BELOW, AND CONDITIONS GOVERNING SHIPMENT OF REVERSE ACCEPTED

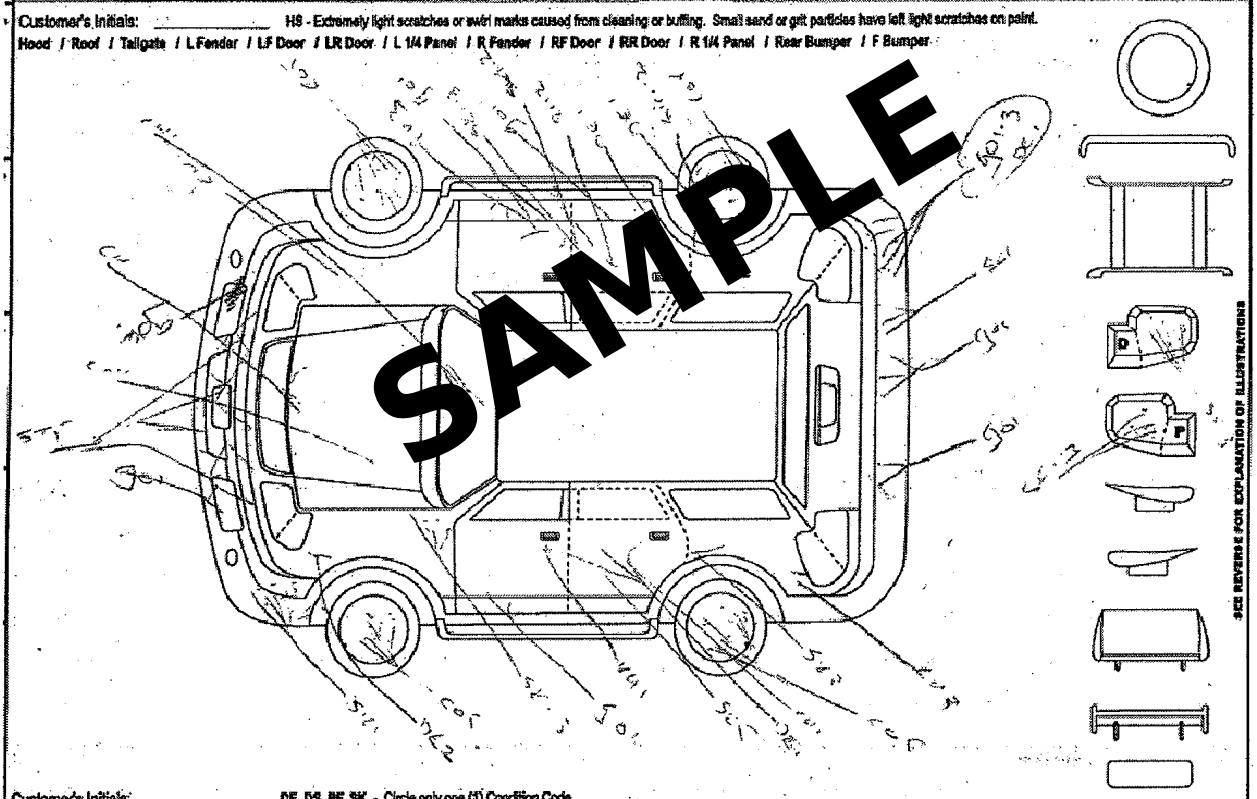
DATE: 08/12/2009 SIGNATURE OF OWNER OR AGENT: [redacted] NAME OF AGENT: [redacted]

STREET ADDRESS: [redacted]

USER CODES:	INSPECTOR CODE	DATE	INSPECTOR'S PRINTED NAME	MILEAGE	USER CODES:	INSPECTOR CODE	DATE	INSPECTOR'S PRINTED NAME	MILEAGE
X	1350	08/12/09	CPT [redacted]	34,066	◆				
T					*				
+					^				
O					✓				

Customer's Initials: _____ HS - Extremely light scratches or swirl marks caused from cleaning or buffing. Small sand or grit particles have left light scratches on paint.

Hood / Roof / Tailgate / L Fender / LF Door / LR Door / L 1/4 Panel / R Fender / RF Door / RR Door / R 1/4 Panel / Rear Bumper / F Bumper



SEE REVERSE FOR EXPLANATION OF ILLUSTRATIONS

Customer's Initials: _____ DE, DS, PF, SK - Circle only one (1) Condition Code.

Hood / Roof / Tailgate / L Fender / LF Door / LR Door / L 1/4 Panel / R Fender / RF Door / RR Door / R 1/4 Panel / Rear Bumper / F Bumper

ALARM	KEY ENGAGED	ALARM DISENGAGED	KEYS QTY	REMOTE QTY	INTEGRATED QTY	TIRE CONDITION TEST	MILEAGE	FUEL LEVEL GAUGE ON I/O
Y N	Y N	Y N	CONDITION	CONDITION	CONDITION		34,086	E 1/8 1/2 3/4 F

Intensity Codes - Length / Diameter:	(1) - Less Than and Including 1"	(2) - Over 1" Up To and Including 3"	(3) - Over 3" Up To and Including 6"	(4) - 6" Up To and Including 12"	(5) - Over 12"
Condition Codes: CH - Chipped, CO - Corroded, CR - Cracked, CU - Cut, DE - Dent, DS - Discolored, FD - Fire Dmg., FI - Factory Installed, FL - Flat, FS - Fluid Stain, GO - Gouge, HS - Hairline, HO - Hole, IO - Inoperable, LO - Loose, LF - Left Front, LR - Left Rear, MA - Marred, MC - Mechanical, MG - Missing, MI - Misdrived, MS - Misaligned, MT - Mounted, OK - No Exception, PD - Paint Dmg., PF - Paint Fade, PI - Pitted, PL - Peeling, PU - Punctured, RF - Right Front, RR - Right Rear, RS - Rusted, RU - Rubbed, SC - Scratch (Plastic), SK - Scratch to Clear Coat, SM - Scratch to Metal, SD - Scratch w/ Dent, SF - Scuffed, SO - Soiled, ST - Stained, TP - Touch - Up, TO - Torn, WO - Worn, WD - Weatherstrip Dmg, WP - Wet Paint Out					

STEP 5-
RECEIVING SAFETY INSPECTION

AGAIN,

THE INSPECTION MUST BE PERFORMED AT A DESIGNATED FACILITY ON OSAN AB.

AUTO CAR CENTER
OR
AUTO HOBBY SHOP

Cost is $20.00

The Safety Inspection must be performed prior to obtaining permanent registration.

YOU ARE RESPONSIBLE FOR OBTAINING A SAFETY INSPECTION **ANNUALLY (EVERY 365 DAYS).** IF YOUR VEHICLE IS OLDER THAN 2 YRS. THIS IS REQUIRED BY THE KOREAN GOVERNMENT AND MILITARY.

(I.E.: If you are stationed at Osan AB for 3 years, your vehicle will undergo 3 safety inspections)

The date on the receipt of the Safety Inspection must be within 30 days of obtaining initial registration.

*EXAMPLE OF THIS DOCUMENT
IS AVAILABLE ON PAGE 12*

Inspection form from Auto Hobby Shop

OSAN AUTO HOBBY CENTER

SAFETY AND EMISSION CHECKLIST FOR USFK – POV'S

NAME:	YR:	MODEL:	COLOR:	LICENSE#
[redacted]	2005	Toyota Sienna	Silver	[redacted] (Temp)

ADDRESS: [redacted]

VIN# [redacted]

	PASS	FAIL
1. LIGHTS:	—	
a. Adjustment		
b. Dash, Parking, & Interior		
c. Tail, Brake, & Back up		
d. License Plate		
e. Directional		
f. Clearance (If present)		
2. BRAKES		
a. Fluid Level		
b. Pedal travel		
c. Cylinder leakage		
d. Pad/Shoe maximum wear		
e. Brake lines / Hoses		
f. Emergency / Parking Brake		
3. EXHAUST SYSTEM		
a. Muffler Condition (No Leaks)		
b. Tail Pipe Condition (No Leaks)		
c. Exhaust manifold Condition (No Leaks)		
4. STEERING SYSTEM		
a. Steering wheel free travel		
b. Tie rod ends		
c. Drag links		
d. Ball joints		
e. Wheel bearings		
f. Shocks / Struts		
5. Seatbelts		
a. Must be in good working order		
b. Free of cuts		
6. Floorboard		
a. No rust holes		

	PASS	FAIL
7. GLASS	—	
a. Front Windshield no Cracks within Blade area		
b. Rear Window		
c. Side Windows must be operational		
d. Mirrors Interior / Side		
8. WIPER		
a. Blades must free of cracks		
b. Serviceability must operate at all speeds		
c. Windshield washer must be operational		
9. HORN		
a. Must be audible from [illegible]' under normal conditions		
b. Must not emit loud harsh sounds or whistle to include playing musical notes or tunes		
10. TIRES		
Sidewalls must be free of cracks		
Treads must have 1/16" or not at the wear bar		
Must not be mixed match / different thread pattern		
11. EMISSIONS		
a. Carbon Monoxide		
b. Hydrocarbon		
c. Smoke (Diesel)		
d. Excessive Air		
e. Year and Month of initial inspection:		
12. Bumper		
a. Must be in original condition		
13. FENDERS		
a. No major dents		
14. DOORS		
a. Must be operational inside / outside		

REMARKS:

FEES: Initial
Re-Inspection on Safety inspection
Re-Inspection on Emissions ONLY

NOTE: Rejected vehicles must be re-inspected within 5 working days to avoid an initial inspection fee.
NOTE: IAW USFK PAMPHLET 200-1 a one time inspection within 30 days

INSPECTOR'S SIGNATURE: [signature]

DATE: 22 Aug 09

51 SVS/SVRSA Office Form 1 Sept 03

SAMPLE

PERMANENT PLATES/KOREAN REGISTRATION

Like temporary plates, you also 2 options by way of receiving your permanent plates. Going off base to Pyeongtaek Vehicle Registration Office or going to Pass & Registration @ Osan AB on Wednesday between 1000-1200; 1300-1500.

Temporary plates must be turned in prior to applying for permanent registration.

To receive Korean Registration, you MUST have:

1. Proof of Insurance
2. ID Card
3. USFK License (If you have been in Osan less than 30 days, your orders and stateside license are okay).
4. Safety Inspection
5. 11,800 Won
6. Shipping Document (you received this from the VPC)
7. Korean Customs Import Document (you received this from the VPC)
8. USFK Form 31EK – Application for Registration
   (Available at Pass & Registration [or by e-mail];
   A sample is available on Page 14)
9. If military – Copy of Orders
   If CTR – USFK Form 700-19
   If CIV – Letter of Employment
10. Exception to Policy (if applicable)

REMEMBER, IF YOU REGISTER FOR PERMANENT PLATES AT PASS AND REGISTRATION WITH THE PYEONGTAEK REPRESENTATIVE, YOUR KOREAN REGISTRATION AND PERMANENT PLATES WILL NOT BE AVAILABLE UNTIL THURSDAY AFTER 1300.

AS ALWAYS,
FEEL FREE TO HAVE A VEHICLE TECHNICIAN REVIEW YOUR FORMS BEFORE APPLYING FOR PERMANENT TAGS WITH PYEONGTAEK.

1. LICENSE PLATE NO. 차량 등록번호	**APPLICATION FOR REGISTRATION OF USFK PRIVATELY OWNED VEHICLE** (USFK REG 190-1)	**UIC:** 2. DEROS 귀국일자

3. APPLICANT NAME AND ADDRESS 신청자의 주소 및 성명

NAME (Last, First & MI) 성 명	RANK 계급		UNIT ADDRESS AND DUTY PHONE 소속부대 주소 및 전화번호
	SSN 군번		

4. VEHICLE STATUS 차량 사항

MAKE, MODEL AND YEAR 제작회사명, 차명 및 형식	VIN NO. 원동기 번호
BODY TYPE AND COLOR 차종 및 색깔	DATE AND PLACE OF SAFETY INSPECTION 자동차 검사 일자 및 장소

5. LICENSE STATUS 면허사항

USFK DRIVER LICENSE NUMBER AND EXPIRATION DATE 대한민국 운전면허 번호 및 유효기간

6. INSURANCE STATUS 보험 사항

EXPIRATION DATE 만기일자	INSURANCE COMPANY NAME 한국내 보험회사명	POLICY NUMBER 보험증권 및 번호

7. SIGNATURE 서 명

DATE 일 자	SIGNATURE OF APPLICANT 신청자 서명	SIGNATURE OF RECORDER 기록계 서명

REMARKS:

PRIVACY ACT STATEMENT

1. **AUTHORITY:** Title 10, US Code, Section 3012.
2. **PRINCIPAL PURPOSES:** Form is used to maintain a Central Vehicle Registry, which provides the command, Provost Marshal and ROK authorities an accurate record of vehicle registration in the ROK.
3. **ROUTINE USES:** Form is used to record vehicle registration, status of insurance, safety inspection, location of vehicle, license number.
4. **MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:** Disclosure of required information is voluntary. An individual not providing required information will be refused vehicle registration.

USFK FORM 31EK-E, 1 JAN 03 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

STEP 7-
REGISTERING ON BASE TO RECEIVE SAFETY DECAL

Now that your vehicle is registered in Korea, the government recognizes it off base. In order to drive your vehicle on base, you must obtain Base Registration. This is the final step of the registration process and it can only be accomplished at Pass & Registration.

Plates must be affixed to the vehicle prior to receiving safety decal.

After this is accomplished, the following documents will be needed to **FINALIZE** the registration process:

1. Proof of Insurance
2. ID Card
3. USFK License
4. Safety Inspection
5. Korean Registration
6. If military – Copy of Orders
   If CTR – USFK Form 700-19
   If CIV – Letter of Employment
   Exception to Policy (if applicable)

We understand that the registration process is an extensive one and our office is attempting to making it as simple as possible. Please understand that we need to maintain these requirements in order to be in compliance with our host nation's laws. Our vehicle technicians are here to assist you throughout this process. Feel free to ask questions any time you may have them if you feel that you do not understand

All Policies and Regulations For This Process Can Be Found Within USFK Reg 190-1, USFK Reg 190-7, and 51 FWI 31-104.

THANK YOU AND WELCOME TO OSAN ☺